



STATE OF CALIFORNIA

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION

915 CAPITOL MALL, ROOM 400

P.O. BOX 942809

SACRAMENTO, CA 94209-0001

TELEPHONE: (916) 653-3269

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Jane Thompson
Executive Director

JOB OPPORTUNITY BULLETIN

CLASS: Junior Staff Analyst
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2632 - \$3201 (Range A)
\$2850 - \$3465 (Range B)

DUTIES:

Under the general direction of the Staff Services Manager I this position performs the following duties.

Essential Functions

- Supports the Continuing Education Unit to conduct seminars, workshops, symposia, and conferences, including compiling and packaging seminar materials for all [CDIAC](#) seminars, workshops, symposia, and conferences. Prepares vendors bids for printing services, enrolls participants; invoices and processes registration fees; assist in developing annual seminar schedule; generates lists of speakers and registrants and produces enrollment confirmations and other correspondence between CDIAC and speakers and registrants; administers on-site registration; gathers and tabulates program evaluations; makes recommendations on procedures, policies, or program alternatives. Traveling is required for this position.
- Provides administrative support to the Continuing Education Unit, including: ordering seminar supplies and keeping an inventory of materials, maintains seminar records and creates a library to maintain and organize program and facilities records; maintains seminar database; assist in the development of program budgets; accounts for program expenditures and revenues; prepares briefing reports for senior management.
- Administers CDIAC's contact database, including: managing, modifying, and improving database architecture; analyzing and auditing database to maintain integrity and accuracy; recommending policies and practices to improve access and usefulness of database.

DESIRABLE QUALIFICATIONS:

- Computer skills, including PC word processing and spreadsheets.
- Ability to communicate effectively, as well as to establish and maintain cooperative working relationships with others contacted daily.
- Good work habits and dependability.
- Ability to gather and analyze data.
- Ability to work independently and accurately under very restrictive time frames, while adjusting to changing conditions.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

Traveling is required for this position.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Junior Staff Analyst.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "318-001-5156-001" next to the classification on your application/resume, i.e. Junior Staff Analyst (318-001-5156-001).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100